

# MILLVILLE PUBLIC SCHOOLS

P.O. Box 5010, Millville, NJ 08332

Office Use Only

Professional Improvement Policy

## REQUEST FOR COURSE APPROVAL

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ POSITION: \_\_\_\_\_

NAME OF COLLEGE: \_\_\_\_\_

TITLE OF COURSE: \_\_\_\_\_

Graduate or Undergraduate course (state which): \_\_\_\_\_

Tuition requesting to be reimbursed (**this is an estimate only**): \$ \_\_\_\_\_

- **Important:** MEA Members: Cost of Credits to be paid at the Stockton University Rate. Refer to 11:2.1 of your contract.

Term course is to be taken: Fall Spring Summer \* please circle Year \_\_\_\_\_

Credits: \_\_\_\_\_

Employee Signature

.....  
The above described course work is approved for reimbursement as provided by our Professional Improvement Policy.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

.....  
The Professional Improvement Policy of the Board of Education provides for reimbursement for tuition for courses taken beyond the required non degree certification or the Bachelor's degree, to a maximum of **six credits** (or the equivalent) per year, **September 1<sup>st</sup> through August 31<sup>st</sup>**.

- **Prior** to enrolling for course work for which reimbursement will be requested, staff members are requested to submit this form to the Human Resources office. If approved, you will receive a confirmation email.
- **Upon completion of the course(s)**, the staff member may request reimbursement under the policy by submitting the following documents: 1) an **itemized** receipt (marked "paid") from the college/university, 2) final grade for the course from college/university and 3) a signed Millville BOE Voucher.
- **This should be sent within 30 days of completing the course.**

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Submitted for payment date: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ REQ#: \_\_\_\_\_

Credits Paid: \_\_\_\_\_ Grade: \_\_\_\_\_ Initials: \_\_\_\_\_